Public Libraries

MISSION STATEMENT

Public Libraries offer free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

BUDGET OVERVIEW

The total recommended FY06 Operating Budget for the Department of Public Libraries is $34,571,090, an increase of $2,649,190 or 8.3 percent from the FY05 Approved Budget of $31,921,900. Personnel Costs comprise 78.3 percent of the budget for 233 full-time positions and 211 part-time positions for 404.2 workyears. Operating Expenses account for the remaining 21.7 percent of the FY06 budget.

Not included in the above recommendation is a total of $168,240 and 1.7 workyears that are charged to Correction and Rehabilitation, General Fund. The funding and workyears for this item are included in the receiving department's budget.

HIGHLIGHTS

❖ **Increase funds by $300,000 for a total of over $5.4 million in FY06 library materials to better serve our growing and diverse community.**

❖ **Replace Circulation system server to provide faster response time in searching the library catalog, as well as faster response time for checking-out and checking-in library materials.**

❖ **Increase funds for the replacement of eleven obsolete and addition of eleven new Self Checkout machines at Library Branches.**

❖ **Productivity Enhancements**
   - **Through the use of a library card, patrons can access library computers and printers.**
   - **Conversion of all libraries to the County Wide Area Network (WAN) allows improved internet access, access to wireless networks, and better telephone systems.**

PROGRAM CONTACTS

Contact Eric Carzon of the Department of Public Libraries at 240.777.0048 or Rose Glavinic of the Office of Management and Budget at 240.777.2769 for more information regarding this department's operating budget.
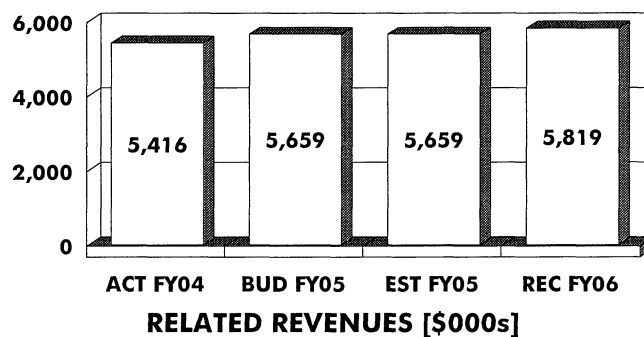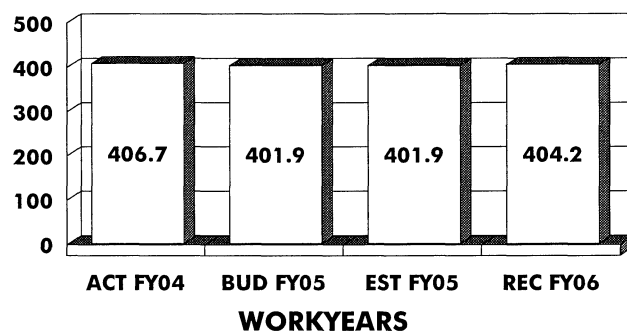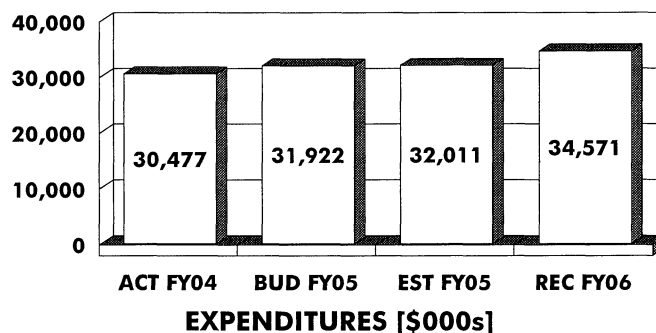
PROGRAM DESCRIPTIONS

Library Services to General Population

This program provides public service hours in Montgomery County libraries. A full range of services is available at 20 full service library sites during all open hours, including:

Program Summary

	Expenditures	WYs
Library Services to General Population	28,611,620	335.3
Library Services to Targeted Groups	2,161,480	20.2
Administration	3,797,990	48.7
Totals	34,571,090	404.2

Trends

EXPENDITURES [$000s]

ACT FY04	BUD FY05	EST FY05	REC FY06
30,477	31,922	32,011	34,571

WORKYEARS

ACT FY04	BUD FY05	EST FY05	REC FY06
406.7	401.9	401.9	404.2

RELATED REVENUES [$000s]

ACT FY04	BUD FY05	EST FY05	REC FY06
5,416	5,659	5,659	5,819

information service for adults and children; Public Access Catalog for access to indices and full text (also available 24 hours per day via dial-in and World Wide Web); automated phone and website renewal (24 hours per day, 7 days a week); regularly scheduled programming for preschool children and adults; and meeting rooms for public use. A comprehensive collection of materials is maintained to meet customers' interests and needs.

FY06 Recommended Changes
❑ *Increase funds by $300,000 for a total of over $5.4 million in FY06 library materials to better serve our growing and diverse community.*
❑ *Increase funds for the replacement of eleven obsolete and addition of eleven new Self Checkout machines at Library Branches.*

	Expenditures	WYs
FY05 Approved	26,199,800	334.0
FY06 CE Recommended	28,611,620	335.3

Library Services to Targeted Groups

Materials and special services are provided to customers who are less able to use mainstream services and/or materials on a continuing basis, or who have targeted information needs. Specialized services are provided through:

- Children's Resource Collection - A special collection for day care providers is available at the Rockville Library.
- Multicultural Services - Provides an outreach service which encourages the use of the library for English language experience and for information. Collections in Spanish, Chinese, Vietnamese, and Korean are provided in selected branches.
- Montgomery County Correctional Facility Library - Provides law materials for inmates, as well as recreational and informational reading materials.
- Literacy Council of Montgomery County - Provides tutorial services for adult beginning readers, which is complemented by adult beginning-to-read materials in many libraries.
- Mobile Services - Provides access to library services by van at selected sites on a weekly or bi-weekly basis, focusing on children in subsidized day care, low-income neighborhoods, and at HOC sites.
- Special Needs Library - Provides persons with visual and other physical disabilities or limited mobility, materials in Braille, on various listening devices, and recorded materials. Computer equipment is available for physically and learning-disabled adults and children, as is equipment for the visually impaired. Service is provided to the homebound through volunteers and deposit collections for senior residences and nursing homes, including large-print books.

In addition, other special services are provided to meet targeted information needs:

- Business/Government Specialties - Located at the Rockville Library, this allows patrons, local business persons, and government officials to find information produced by and about government, and information important to business.

- Health Information Center - Located at the Wheaton Library, this Center provides patrons with consumer-oriented health care information, so they can be better informed and can more actively participate in their personal health care.
- Noyes Library - The Noyes Library is devoted to service to children. It operates at a historic site with special assistance from the Noyes Children's Library Foundation.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	2,005,390	18.2
FY06 CE Recommended	2,161,480	20.2

Administration

The Department's support efforts are divided into two categories: Administration and Support.

Administration consists of the offices of the Director, Public Services Administration, Chief of Collection Development and Materials Management. Relations with the community, Library Board, local library advisory committees, Friends of the Library, and coordination with County government, as well as overall long-range planning and evaluation of services, policy development and direction, human resources, and financial development are handled by the Office of the Director. The Business Office manages all administrative support functions, including contracts, budget, finances, payroll and personnel, supplies, and deliveries.

The Public Services Division is responsible for the public service operations of the Department including branch policy and procedure, customer service, training, program evaluation, overall library facilities management, and volunteer coordination. Planning for future information technology is an ongoing responsibility. The Office of the Chief of Collection Development and Materials Management provides the management and direction for the Department's library materials selection, cataloging and processing. The planning for the inclusion of new formats and the evaluation of collections in relation to community information needs are also primary functions.

Support consists of elements of the Business Office, Public Services, and Collection Development and Materials Management Divisions. The Business Office provides a materials delivery service between all library sites. Public Services manages the circulation control system and Public Access Catalog, and Internet access. Collection Development and Materials Management manages the selection, cataloging and processing, and maintenance of materials in all formats for new and existing collections in the individual libraries.

FY06 Recommended Changes

	Expenditures	WYs
FY05 Approved	3,716,710	49.7
FY06 CE Recommended	3,797,990	48.7

BUDGET SUMMARY

	Actual FY04	Budget FY05	Estimated FY05	Recommended FY06	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	18,157,788	18,638,470	18,979,450	19,919,810	6.9%
Employee Benefits	5,672,638	6,354,430	6,102,940	7,016,120	10.4%
County General Fund Personnel Costs	*23,830,426*	*24,992,900*	*25,082,390*	*26,935,930*	*7.8%*
Operating Expenses	6,493,427	6,796,510	6,796,520	7,443,380	9.5%
Debt Service Other	30,000	0	0	0	—
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	*30,353,853*	*31,789,410*	*31,878,910*	*34,379,310*	*8.1%*
PERSONNEL					
Full-Time	231	222	222	232	4.5%
Part-Time	226	220	220	210	-4.5%
Workyears	405.7	400.4	400.4	400.7	0.1%
REVENUES					
Bethesda Library Parking Meters	5,835	3,000	3,000	7,000	133.3%
Library Collection Agency	0	225,000	225,000	225,000	—
Library Lost Book Fines	65,038	45,000	45,000	45,000	—
Public Libraries: Retirement	1,506,227	1,639,000	1,639,000	1,639,000	—
Library Fines	1,329,650	1,169,150	1,169,150	1,169,150	—
Library Reader Printer Fees	629	600	600	600	—
Public Libraries: Operations	2,161,920	2,218,000	2,218,000	2,205,310	-0.6%
Library Other Fees	6,219	2,000	2,000	2,000	—
Library Book Sales	150,981	0	0	0	—
Session Mgmt: Libraries	1,547	61,430	61,430	174,000	183.2%
Coin Copier: Libraries	64,486	3,000	3,000	0	—
Federal Telcom Act of 1996	0	160,000	160,000	160,000	—
County General Fund Revenues	*5,292,532*	*5,526,180*	*5,526,180*	*5,627,060*	*1.8%*
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	36,327	57,110	57,110	121,830	113.3%
Employee Benefits	12,109	9,380	9,380	18,010	92.0%
Grant Fund MCG Personnel Costs	*48,436*	*66,490*	*66,490*	*139,840*	*110.3%*
Operating Expenses	74,781	66,000	66,000	51,940	-21.3%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	*123,217*	*132,490*	*132,490*	*191,780*	*44.8%*
PERSONNEL					
Full-Time	0	1	1	1	—
Part-Time	0	1	1	1	—
Workyears	1.0	1.5	1.5	3.5	133.3%
REVENUES					
Area Access: Patron Access	46,021	50,000	50,000	48,930	-2.1%
Staff Development	10,702	10,000	10,000	11,000	10.0%
Library Public Services Special Needs DLDS (F71037	0	0	0	63,850	—
Early Reading First	43,029	72,490	72,490	68,000	-6.2%
Language Learner	23,465	0	0	0	—
Grant Fund MCG Revenues	*123,217*	*132,490*	*132,490*	*191,780*	*44.8%*
DEPARTMENT TOTALS					
Total Expenditures	30,477,070	31,921,900	32,011,400	34,571,090	8.3%
Total Full-Time Positions	231	223	223	233	4.5%
Total Part-Time Positions	226	221	221	211	-4.5%
Total Workyears	406.7	401.9	401.9	404.2	0.6%
Total Revenues	5,415,749	5,658,670	5,658,670	5,818,840	2.8%

FY06 RECOMMENDED CHANGES CROSSWALK

	Expenditures	WYs
COUNTY GENERAL FUND		
FY05 ORIGINAL APPROPRIATION	**31,789,410**	**400.4**
Changes (with service impacts)		
Enhance: Materials Collection - focus on emerging needs of seniors, early learners, new Americans, teenagers, new media books on CD, Educational/Children's DVDs, e-Books [Library Services to General Population]	300,000	0.0
Enhance: Eleven (11) Self Checkout equipment at additional Library branches [Library Services to General Population]	57,700	0.0
Add: Public Wireless Internet Access (WiFi/802.11) at remaining sixteen (16) Libraries [Library Services to General Population]	5,400	0.0
Other Adjustments (with no service impacts)		
Increase Cost: FY06 Compensation	862,050	0.0
Increase Cost: Annualization of FY05 Personnel Costs	408,510	0.0
Increase Cost: FY06 Retirement Rate Adjustments	327,190	0.0
Increase Cost: Replace Circulation Hardware Server [Library Services to General Population]	172,110	0.0
Increase Cost: Opening of new, larger Germantown Library- increase staff complement and partial year increase in materials collection [Library Services to General Population]	165,000	2.0
Increase Cost: FY06 Group Insurance Rate Adjustments	160,220	0.0
Increase Cost: Current service levels for substitute Librarians per labor agreements [Library Services to General Population]	81,410	0.0
Increase Cost: Replace aging/failing network switches (User-side connection to County WAN/Fiber) [Library Services to General Population]	66,500	0.0
Increase Cost: Current service levels for Shelving Assistants (Pages) per labor agreements [Library Services to General Population]	65,000	0.0
Increase Cost: Internet Session Management Software [Library Services to General Population]	58,460	0.0
Increase Cost: Replace eleven (11) obsolete and failing Self Checkout machines [Library Services to General Population]	57,700	0.0
Increase Cost: Partial materials collection for larger Rockville Library [Library Services to General Population]	38,000	0.0
Increase Cost: Annualize labor agreements for Sunday staff to maintain current service levels. [Library Services to General Population]	33,500	0.0
Increase Cost: Records Management	24,080	0.0
Increase Cost: Annualization of FY05 Operating Expenses	4,350	0.0
Decrease Cost: Technical adjustment to align position changes	0	-0.7
Decrease Cost: Motor Pool Adjustment [Library Services to General Population]	-3,860	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY05 [Library Services to General Population]	-55,750	0.0
Shift: Abolish Librarian II, and transfer human resources function to Office of Human Resources [Administration]	-109,850	-1.0
Decrease Cost: Join County WAN and PBX; reduce frame-relay and T-1 communication line [Library Services to General Population]	-127,820	0.0
FY06 RECOMMENDATION:	**34,379,310**	**400.7**
GRANT FUND MCG		
FY05 ORIGINAL APPROPRIATION	**132,490**	**1.5**
Changes (with service impacts)		
Add: Library Public Services Special Needs new FY06 Division of Library and Development Service (DLDS) Grant [Library Services to Targeted Groups]	63,850	1.0
Other Adjustments (with no service impacts)		
Increase Cost: FY06 Compensation	4,430	0.0
Decrease Cost: Technical adjustment to align position changes	0	1.0
Decrease Cost: Miscellaneous Grant adjustment	-8,990	0.0
FY06 RECOMMENDATION:	**191,780**	**3.5**

FUTURE FISCAL IMPACTS

Title	CE REC. FY06	FY07	FY08	($000's) FY09	FY10	FY11
This table is intended to present significant future fiscal impacts of the department's programs.						

COUNTY GENERAL FUND

Expenditures

Title	CE REC. FY06	FY07	FY08	FY09	FY10	FY11
FY06 Recommended	34,379	34,379	34,379	34,379	34,379	34,379
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY06	0	58	58	58	58	58
New positions in the FY06 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY06	0	-429	-429	-429	-429	-429
Items recommended for one-time funding in FY06, including (Circulation server, Network switches, and Self check out equipment), will be eliminated from the base in the outyears.						
Labor Contracts	0	1,284	1,511	1,511	1,511	1,511
These figures represent the annualization of FY06 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY07 and beyond.						
Circulation Hardware Server	0	85	85	5	62	5
Hardware is proposed as a 3-year master lease purchase. Maintenance costs are also shown.						
Rockville Regional Library	0	164	164	164	164	164
Operating budget impact for new facility.						
Rockville Regional Library program staff	0	229	229	229	229	229
Operating budget impact for program staff for new facility.						
Self Checkout Machines	0	70	70	-3	-3	-3
Machines are proposed to be purchased with a 3-year master lease. At the end of the lease, the maintenance costs for the 22 machines purchased is estimated to be lower than the current maintenance cost for the 11 existing machines that will be replaced under this proposal.						
Subtotal Expenditures	34,379	35,839	36,066	35,913	35,971	35,913

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                    │  PUBLIC LIBRARIES   │
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│ Services to the       │ │ Services to Targeted │ │ Administration   │
│ General Population     │ │ Populations          │ │                  │
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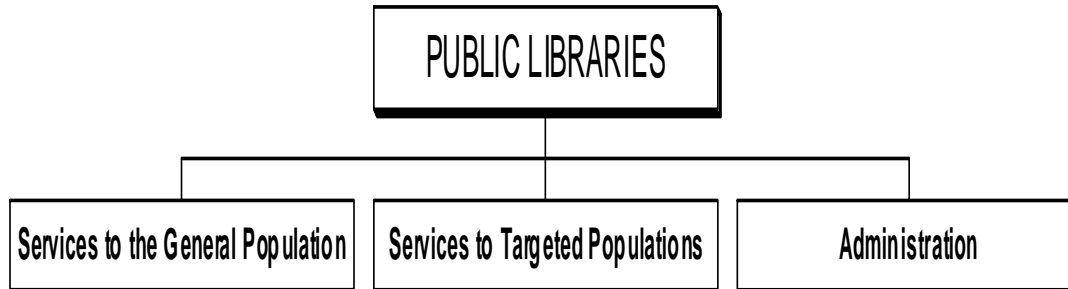
OUR VISION

Montgomery County Public Libraries is the gateway for easy and equitable access to information, ideas and enrichment - where the lifelong learning needs of people are met by a diverse staff through traditional library services and new methods of information delivery, and where community needs and interests are considered in the planning and provision of all types of library services.

OUR MISSION

The public library offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

OUR VALUES

Montgomery County Public Libraries believes in the right of all individuals to learn and to grow. We value intellectual freedom; quality service; diversity; fairness; professional ethics; and respect for our customers, our community, and ourselves.

OUR KEY RESULTS

   1. The library system will provide Montgomery County residents with the current, accurate information that they need for work, school, or personal interests.
   2. The library system will provide Montgomery County residents with the library materials and resources they want when they want them.
   3. The library system will provide resources to help preschool children develop skills needed to enter school ready to learn.
   4. The library system will provide quality customer service to all Montgomery County residents.
   5. The library system will operate in an efficient and effective manner.

STRATEGIC DIRECTIONS FOR FY01-05

   1. Expand and develop direct services; strengthen and tailor library collections and facilities to meet the varied needs of each community. This direction statement addresses both the traditional library services provided by Montgomery County Public Libraries and new services or new formats needed to meet the current and emerging needs of Montgomery County residents.
   2. Move the information to the user and empower users to help themselves. This direction statement addresses the environment in which we operate, with high customer expectations that change rapidly, a customer base with varying needs, and new tools to provide effective information services.
   3. Serve as an essential educational resource enabling and advocating lifelong learning. This direction statement addresses the effective use of library services and resources for education by Montgomery County's residents.
   4. Provide equitable access to information and services for all users. This direction statement addresses our fundamental commitment to provide library services for all members of the community.

PROGRAM PARTNERS IN SUPPORT OF OUTCOMES

   1. Friends of the Library, Library Board, and Local Advisory Committees
   2. Montgomery County Public Schools, Maryland Department of Education (Division of Library Development and Services)
   3. County elected officials and the community

MAJOR PROGRAM AREAS

   1. Services to the General Population
   2. Services to Targets Groups
   3. Administration

DEPARTMENTAL OUTCOMES	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
Circulation per capita	12.9	13.2	13.6	11.8	11.7
Circulation per registered library card holder	23.0	26.4	23.3	22.3	22.5
Average number of people using public Internet workstations per public service hour per branch	13.0	13.9	12.6	14.6	13.1
Number of pre-school program attendees	60,994	61,763	53,361	67,500	60,000
Total number of visits to the library	6,779,926	7,167,582	6,972,090	7,604,088	7,604,088

LIBRARIES

PROGRAM:	PROGRAM ELEMENT:
Library Services to Targeted Groups	Early Childhood Programs and Services

PROGRAM MISSION:
To offer programs to Montgomery County's pre-school children to introduce them to the benefits of literacy, encourage them to read, and familiarize them with library services

COMMUNITY OUTCOMES SUPPORTED:
• Young children ready for school

PROGRAM MEASURES	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
Outcomes/Results:					
Circulation of picture books (000)	2,112	2,138	2,029	2,200	2,200
Number of pre-school program attendees	60,994	61,763	53,361	60,000	60,000
Turnover of picture book collection (per year) [a]	5.5	5.7	5.6	5.6	5.6
Service Quality:					
Percentage of parents rating the quality of service as "excellent" or "good"	98	98	NA	98	NA
Efficiency:					
Cost per program offered ($)	202.56	287.06	214.45	214.45	222.05
Cost per attendee ($)	7.17	8.39	7.64	6.79	7.03
Workload/Outputs:					
Number of hits - Library's "Kidsite" website [b]	NA	90,235	NA	TBD	TBD
Total number of early literacy workshops for parents, caregivers, and service providers	16	24	30	[d]15	30
Total number of pre-school programs (e.g. storytimes and other pre-school programs)	2,159	1,806	1,900	1,900	1,900
Average number of programs held per month per branch	8.2	6.8	7.2	7.2	7.2
Inputs:					
Expenditures					
Materials ($000)	215	180	180	180	180
Salaries ($000) [c]	222	338	227	227	242
TOTAL ($000)	437	518	407	407	422
Workyears [c]	2.3	4.1	3.2	3.2	3.2

Notes:

[a] The "turnover rate" corresponds to the average number of times that library materials in the collection are checked out in a year.

[b] The County web-site usage tracking software, which became available in November 2003, has not been producing data for the Kidsite homepage. This problem has been solved, and data are expected to be available again, starting from January 2005.

[c] Beginning in FY03, the salaries and workyears associated with the Libraries' early childhood programs include staff time associated with planning and delivering storytime programs, and the staff of the Noyes Library for Young Children. Prior to FY03, the salaries and workyears associated with the Libraries' early childhood programs only included the staff time associated with planning and delivering storytime programs.

[d] The number of workshops is dependant upon filling a grant-funded Library Associate position. The figure reported assumes that this position will be filled at the earliest possible opportunity.

EXPLANATION:
The Libraries' early childhood programs and services provide two main types of programming geared towards developing the literacy skills of the pre-school population: (1) pre-school storytimes and related family programs based on books for early literacy; and (2) literacy programs for parents, caregivers, and service providers (e.g. Head Start and Early Head Start programs), conducted since FY00 in collaboration with Montgomery County Public Schools, the Collaboration Council, and other program partners.

Public Libraries measures the usage of materials in the collection geared towards the pre-school population. In addition, the Department is beginning to track the number of hits that the "Kidsite" website is receiving.

Pre-School Program Attendance

02 ACT	03 ACT	04 ACT	05 BUD	06 REC
60,994	61,763	53,361	60,000	60,000
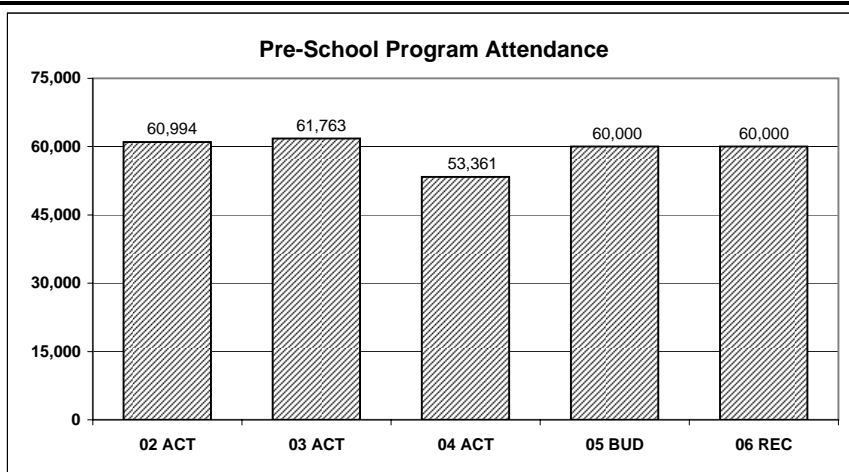
PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Montgomery County Public Schools; Department of Health and Human Services - Early Childhood Initiative; Montgomery County Collaboration Council for Children, Youth, and Families; Head Start; Public Library Association's Early Literacy Initiative.

MAJOR RELATED PLANS AND GUIDELINES: Department of Public Libraries Stategic Plan FY 2001-2004.

LIBRARIES

PROGRAM: Library Services to the General Population	**PROGRAM ELEMENT:** Networked Services

PROGRAM MISSION:
To provide all Montgomery County residents with electronic access to accurate, timely information and reference services via the Internet and in-library terminals

COMMUNITY OUTCOMES SUPPORTED:
• An educated and informed community
• Responsive government services
• Equal access to information and services

PROGRAM MEASURES	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
Outcomes/Results:					
Online content provided - number of online databases	25	33	35	40	42
Service Quality:					
Availability of online databases (percentage of hours available)	99	99	99	99	99
Efficiency:					
Average number of people using public Internet workstations per public service hour per branch	13.0	13.9	12.6	14.6	13.1
Average percentage of time that public Internet workstations are used[e]	86	[d]110	31	60	49
Workload/Outputs:					
Number of public Internet workstations	281	281	281	262	279
Number of people using public Internet workstations (per year)[e]	737,665	862,494	729,953	923,731	734,882
Number of searches of online databases[a]	NA	514,724	662,461	682,276	702,744
Number of visits - Library website[b]	NA	NA	1,180,000	1,197,456	1,200,000
Number of page views - Library website[b]	NA	NA	3,680,000	3,179,964	3,180,000
Inputs:					
Expenditures - online databases ($000)	461	417	445	546	560
Expenditures - salaries ($000)	111	115	125	133	141
Workyears[c]	2.0	2.0	2.0	2.0	2.0

Notes:

[a] A "search" refers to actively searching for a specific keyword, title, subject, etc. in an online database.

[b] Tracking software data managed by the Department of Technology Services became available in November 2003. July - September 2003 data were estimated.
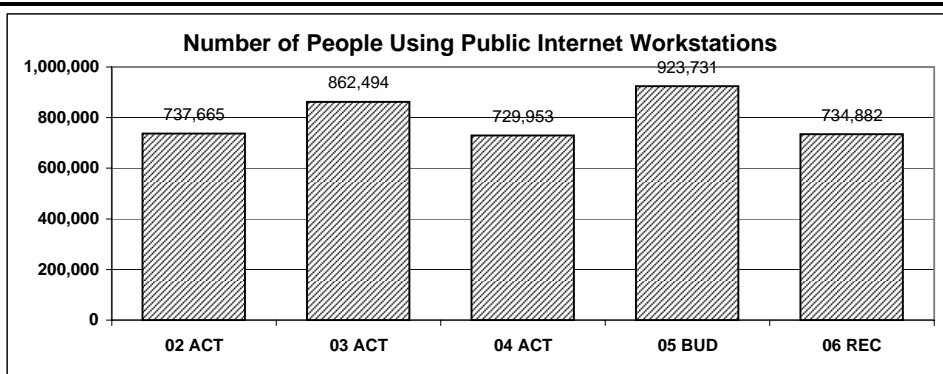
[c] Workyears include the Electronic Services Librarian and IT support from the Library's Technical Services staff.

[d] Usage exceeded the number of scheduled one-hour slots because many workstation users needed less than an hour.

[e] Prior to and during FY04, the signup process for public Internet workstations was manual, and this measure was estimated based on the ratio of the number of Internet users to the number of one-hour time slots available. In May 2004, two libraries implemented automated Internet signup. Under this system, a library patron who wants to use a public Internet workstation signs in at a dedicated terminal and is automatically assigned a computer for up to an hour. As soon as that user signs off, the workstation can be assigned to a new user. The actual usage of each public Internet workstation is monitored automatically, leading to an accurate computation of the overall percentage of time that the workstations are used. The FY04 Actual figure is based on actual use during May and June, 2004, in the first two libraries to implement this approach. Automated Internet signup has been expanded to all County libraries in FY05.

EXPLANATION:

The Library's networked services program encompasses a range of services, including the provision of public access to Internet workstations for research, access to online databases, remote access to the library catalog, and content to users via the Library website. The Montgomery County Public Libraries is currently at the forefront in gathering usage statistics related to networked services. As a result, a number of data collection procedures are still under development/refinement.

Number of People Using Public Internet Workstations

	02 ACT	03 ACT	04 ACT	05 BUD	06 REC
	737,665	862,494	729,953	923,731	734,882

PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Department of Technology Services.

MAJOR RELATED PLANS AND GUIDELINES: Department of Public Libraries Strategic Plan FY 2001-2004.

Montgomery County, Maryland Public Libraries
Locations & Service Hours
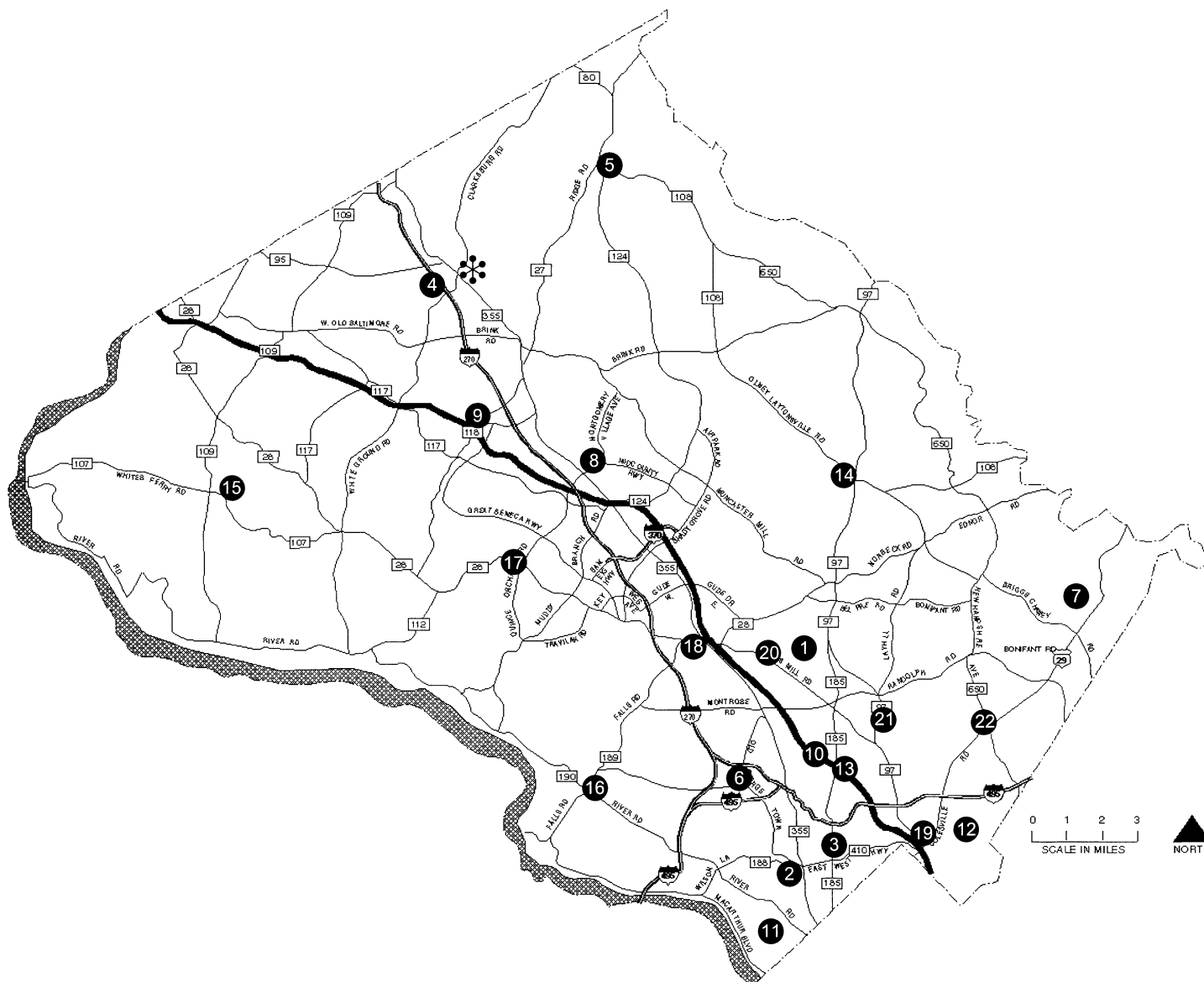
BRANCHES

1. Aspen Hill	7. Fairland	13. Noyes Children's [B]	19. Silver Spring
2. Bethesda	8. Gaithersburg	14. Olney	6. Special Needs [E]
3. Chevy Chase	9. Germantown	15. Poolesville [C]	20. Twinbrook
4. Corrections Center [A]	10. Kensington Park	16. Potomac	21. Wheaton
5. Damascus	11. Little Falls	17. Quince Orchard	22. White Oak
6. Davis	12. Long Branch	18. Rockville [D]	✳ Clarksburg (proposed)

All Branches Open 54-56 Hours/Week with the exception of:

A - Corrections Center based on Correctional Facility Schedule

B - Noyes 24 Hours/Week

C - Poolesville 46 Hours/Week

D - Rockville 59 Hours/Week

E - Special Needs 35.5 Hours/Week

Note: Eight Libraries are also open on Sundays from Labor Day through Memorial Day.